



# CITY OF ATLANTA

## Job Announcement

### HUMAN RESOURCES TECHNICIAN

**STARTING SALARY: \$25,943**

**Salary Grade: 9**

**Applications Accepted From: September 12, 2005 until September 15, 2005**

#### **Minimum Job Requirements**

Persons applying must have a high school diploma or GED and three years of responsible clerical or human resources experience. Equivalent combinations of training and experience will be determined under prescribed guidelines. No substitution will be allowed for the high school diploma or GED.

#### **Duties of the Job:**

This employee provides clerical and office support for area of assignment; assists customers in obtaining copies of personnel documents; types correspondence, reports, and other documents; utilizes computer applications in the creation of organizational charts, various forms, and databases; maintains various logs and files; advises applicants of correct procedures for applying for a job; certifies eligibility for hiring by checking resumes, certificates, etc.; enters data from various sources into databases, verifying correctness of data entered; maintains computerized records and personnel files; files miscellaneous documents, folders, payroll change sheets, etc.; and performs other related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday  
Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120 Atlanta, GA 30335-0306  
Phone: (404) 330-6369      [www.atlantaga.gov](http://www.atlantaga.gov)      FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.